United Nations E/CONF.96/INF/1

Economic and Social Council

Distr.: General
8 October 2004
English, French and
Spanish only

Eighth United Nations Regional Cartographic Conference for the Americas
New York, 27 June-1 July 2005

Documentation for the Conference

Note by the Secretariat

1. The official languages of the Conference are English, French and Spanish. Since the facilities for the translation and reproduction of documents at the site of the Conference will be limited, Governments are asked to forward their documents to the United Nations Secretariat at their earliest convenience, but no later than 12 May 2005, in at least one of the languages of the Conference. Documents should support the items on the provisional agenda for the Conference.

2. Documents may be e-mailed to the United Nations Secretariat in .doc or .pdf format to the e-mail addresses listed in paragraph 7 below.

3. Each document should be accompanied by a summary, which should be limited to one typewritten page. Documents will be distributed in the language(s) in which they are received and the summaries will be translated by the Secretariat and distributed in the other languages. Acronyms and abbreviations must be spelled out the first time they appear. When a considerable number of acronyms and abbreviations appear, they must be listed at the beginning of the text, with the full terms they stand for. It is essential that documents be kept to a reasonable length; in no case should they exceed 10 pages.

4. Governments that are submitting multicolour illustrations should send 200 copies of each to the Conference secretariat in New York for distribution during the Conference since it is not possible for the United Nations to reproduce such illustrations.

5. The proceedings of the Conference will be issued in only one volume, which will be the report of the Conference.

6. Documents received after the deadline cannot be printed formally by the Secretariat. They will be accepted at the Conference site and will be distributed as information papers. For satisfactory distribution, at least 200 copies should be provided by the delegation.

04-54685 (E) 081104

7. Correspondence relating to the Conference may be addressed to the United Nations Secretariat as follows:

Mr. Amor Laaribi
Secretariat, Eighth United Nations Regional Cartographic Conference
for the Americas
United Nations Statistics Division
Department of Economic and Social Affairs
DC2-1640
New York, NY 10017
United States of America
Tel.: +1 212 963 3042
Fax: +1 212 963 9851
E-mail addresses: laaribi@un.org
javier@un.org